



# Nevada OTS

## *Joining Forces* Program Guide

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## **INTRODUCTION**

Nevada's *Joining Forces* (JF) Program was initiated in 2001. Law enforcement agencies in Nevada join forces to conduct high visibility enforcement (HVE) of Nevada's safety belt, child passenger, impaired driving, distracted driving, speeding, and pedestrian laws. Officers working *Joining Forces* events are selected for their performance and passion to reduce the number of motor vehicle crash injuries and fatalities through public education, and high visibility enforcement efforts. Nevada has been recognized nationally as having a model coordination effort on a statewide basis for HVE traffic enforcement. The results of this effort have been undeniably successful in reducing roadway fatalities and serious injuries.

Multi-jurisdictional efforts empower agencies to act expeditiously with far more officers and resources than they would have alone. As federal, state, local officials and the public scrutinize the allocation of tax dollars, joint agency projects that identify shared problems, and justify costs have never been more critical.

### *Purpose of Joining Forces:*

Education and enforcement work hand in hand. The Office of Traffic Safety (OTS) spends millions of dollars each year for education (billboards, commercials, handouts, community events, training, etc.); for those drivers that don't get the message, we rely upon law enforcement to take it to the next level by issuing citations in an attempt to change driver behavior, because drivers are more afraid of a ticket, than of getting hurt or killed in a crash.

### Goals:

1. Improve safe driving habits
2. Increase traffic enforcement efforts
3. Reduce the number of crashes/fatalities

Performance in the current year is taken into consideration when allocating future year(s) funding.

### What the federal grant funds are used for:

Funding sources – *Joining Forces* receives federal funds that are sub-granted to participating law enforcement agencies. The funds are to be used for specific focuses and are determined in the annual *Joining Forces* Event Schedule.

- Section 154 funds can only be used for alcohol –impaired enforcement
- 405(d) funds can be used for both alcohol- and drug-impaired enforcement
- Section 405(b) funds are for occupant protection enforcement
- Section 402 & 21 funds are flexible, with focus areas defined in the JF Event Schedule

## **AUTHORITY**

*Joining Forces* works under the authority of the following NRS's:

### **NRS 277.035 Implied agreement between law enforcement agencies in absence of interlocal or cooperative agreement.**

1. In the absence of an interlocal or cooperative agreement entered into pursuant to this chapter, if a law enforcement agency requests the assistance of another law enforcement agency which responds to the request, the law enforcement agencies shall be deemed to have entered into an implied agreement whereby:

(a) Both law enforcement agencies shall be deemed, for the limited purpose of the exclusive remedy set forth in [NRS 616A.020](#), to employ jointly a person who:

(1) Is an employee of either law enforcement agency; and

(2) Sustains an injury by accident while participating in the matter for which assistance was requested.

(b) Each law enforcement agency shall defend, hold harmless and indemnify the other law enforcement agency and its employees from any claim or liability arising from an act or omission performed by its own employee while participating in the matter for which assistance was requested, unless such act or omission is a negligent act or omission for which the law enforcement agency who employs that employee is not liable pursuant to [NRS 41.0336](#).

2. As used in this section:

(a) "Employee" includes a person who:

(1) Is paid by a law enforcement agency to serve as a peace officer, as that term is defined in [NRS 169.125](#); or

(2) Is recognized by and serves a law enforcement agency as a volunteer peace officer, as that term is described in [NRS 616A.160](#).

(b) "Law enforcement agency" means an agency, office or bureau of this state or a political subdivision of this state, the primary duty of which is to enforce the law.

(Added to NRS by [1997, 3336](#))

**NRS 277.110 Joint exercise of powers, privileges and authority by public agencies; agreements.**  
Except as limited by NRS 280.105 and 711.175:

1. Any power, privilege or authority exercised or capable of exercise by a public agency of this State, including, but not limited to, law enforcement, may be exercised jointly with any other public agency of this State, and jointly with any public agency of any other state or of the United States to the extent that the laws of such other state or of the United States permit such joint exercise. Any agency of this State when acting jointly with any other public agency may exercise all the powers, privileges and authority conferred by NRS 277.080 to 277.180, inclusive, upon a public agency.

2. Any two or more public agencies may enter into agreements with one another for joint or cooperative action pursuant to the provisions of NRS 277.080 to 277.170, inclusive.

3. If it is reasonably foreseeable that a participating public agency will be required to:

(a) Expend more than \$25,000 to carry out such an agreement, the agreement:

(1) Must be in writing.

(2) Becomes effective only upon ratification by appropriate ordinance, resolution or otherwise pursuant to law on the part of the governing bodies of the participating public agencies.

(b) Expend \$25,000 or less to carry out such an agreement, each participating public agency shall maintain written documentation of the terms of the agreement for at least 3 years after the date on which the agreement was entered into.

(Added to NRS by 1965, 1332; A 1973, 1077; 1981, 646; 2001, 1079; 2003, 1231; 2007, 498)

**NRS 391.275 Jurisdiction of school police officers.**

1. The jurisdiction of each school police officer of a school district extends to all school property, buildings and facilities within the school district for the purpose of:

(a) Protecting school district personnel, pupils, or real or personal property; or

(b) Cooperating with local law enforcement agencies in matters relating to personnel, pupils or real or personal property of the school district.

2. In addition to the jurisdiction set forth in subsection 1, a school police officer of a school district has jurisdiction:

(a) Beyond the school property, buildings and facilities when in hot pursuit of a person believed to have committed a crime;

(b) At activities or events sponsored by the school district that are in a location other than the school property, buildings or facilities within the school district; and

(c) When authorized by the superintendent of schools of the school district, on the streets that are adjacent to the school property, buildings and facilities within the school district for the purpose of issuing traffic citations for violations of traffic laws and ordinances during the times that the school is in session or school-related activities are in progress.

(Added to NRS by 1971, 2078; A 1979, 1606; 1989, 630; 2007, 927, 1921)

**NRS 484A.710 Arrest without warrant for certain offenses.**

1. Any peace officer may, without a warrant, arrest a person if the officer has reasonable cause for believing that the person has committed any of the following offenses:

- (a) Homicide by vehicle;
- (b) A violation of [NRS 484C.110](#) or [484C.120](#);
- (c) A violation of [NRS 484C.430](#);
- (d) A violation of [NRS 484C.130](#);

(e) Failure to stop, give information or render reasonable assistance in the event of an accident resulting in death or personal injuries in violation of [NRS 484E.010](#) or [484E.030](#);

(f) Failure to stop or give information in the event of an accident resulting in damage to a vehicle or to other property legally upon or adjacent to a highway in violation of [NRS 484E.020](#) or [484E.040](#);

(g) Reckless driving;

(h) Driving a motor vehicle on a highway or on premises to which the public has access at a time when the person's driver's license has been cancelled, revoked or suspended; or

(i) Driving a motor vehicle in any manner in violation of the restrictions imposed in a restricted license issued to the person pursuant to [NRS 483.490](#).

2. Whenever any person is arrested as authorized in this section, the person must be taken without unnecessary delay before the proper magistrate as specified in [NRS 484A.750](#), except that in the case of either of the offenses designated in paragraphs (f) and (g) of subsection 1, a peace officer has the same discretion as is provided in other cases in [NRS 484A.730](#).

(Added to NRS by 1967, 1210; A 1969, 1509; 1975, 125; 1983, 1080; 1987, 480; [1999, 2461, 3429](#); [2001, 172](#); [2005, 152](#); [2007, 2807](#))—(Substituted in revision for NRS 484.791)

**All *Joining Forces* (JF) grant project activities are completed in the on-line grants management system: <http://egrants.nv.gov>**

## **GRANT ADMINISTRATION CRITERIA**

### Administrative Responsibilities of a law enforcement agency's *JF Coordinator*:

1. Complete the JF grant application when it annually becomes available online in January
2. After receiving the award, ensure receipt of an Authorization to Proceed (ATP) from the OTS. Once this is received, your agency can *then* proceed with events as of the effective date on the Authorization.
3. Coordinate/schedule HVE enforcement events
  - a. Mandatory participation in (2) Click It Or Ticket (CIOT) events, and (1) impaired driving event during the fiscal year. See JF Event Schedule.
  - b. Work with other law enforcement agencies, schedule dates to work the activities (co-op's):
    - ✓ *Joining Forces* overtime must be for pre-scheduled high visibility enforcement activities, and not just an open invitation for officers to work overtime when they want to.
    - ✓ Local data must be used when scheduling events to determine when (day(s) of week; time of day) and where the event will take place (local problem areas).
    - ✓ At least 1 activity within an event must be worked with another agency (co-op).
  - c. Post JF activities on Google calendar: [www.calendar.google.com](http://www.calendar.google.com)  
Email: [nvjoiningforces@gmail.com](mailto:nvjoiningforces@gmail.com)  
Password: joiningforces2
  - d. Schedule officers to work the JF activities, remembering to account for the required match amounts. This can be accomplished by regular time officers working, vehicle use, etc., see Grants Administrative Manual (link is on the [egrants.nv.gov](http://egrants.nv.gov) log-in page) for additional information regarding match.  
Deploy a minimum of 2 officers (officers may be combined with other agencies to meet requirement) per site for a minimum of 2 hours.
  - e. Stay within budget. Any changes to the established schedule or budget must be pre-approved by the OTS *Joining Forces* Program Manager.
  - f. Note that OTS grants are reimbursable, meaning the agency pays up front, and then submits required back-up documentation to OTS for reimbursement.
  - g. What to do with left over funds - you can request the OTS Program Manager transfer the funds to the next **same funded** event, if you will be able to utilize them, otherwise forfeit for another agency's use. (There are multiple funding sources for the JF Program).
  - h. What to do if overspent – you can check with the OTS *Joining Forces* Program Manager to see if there are funds available to cover it, or count the overage as 'match'.
4. Report on event - Claims and Progress Reports must reconcile in the number of officers, dates, hours, etc.
  - a. Collect all officer stat sheets (set a timeframe to receive from officers). Verify accuracy, dated and signed.
  - b. Complete & submit progress report in eGrants within 10 days after event ends (attach officer stat sheets to progress report). If regular time officers are used as match, their stats must be included on progress report and stat sheets also attached as backup.
  - c. Complete & submit claim within 30 days after event ends. Complete Payroll Certification Report and attach payroll documentation to claim in eGrants.

5. Maintain all records for a minimum of 3 years **after** the end of the grant period i.e., FY11 (10/1/10-9/30/11) records must be kept 'til at least 9/30/14. This includes, but is not limited to citations issued and payroll/overtime records.
6. Attend or appoint someone in your place to attend quarterly JF meetings and the annual planning meeting.
7. Communicate! With officers working the event: time, location, contact person; 2 stops per hour per officer are highly encouraged; provide stat sheet for them to complete and submit to you.
8. Rally participants for annual JF Recognition & Training Conference. Submit names of Outstanding Officers, along with officer names & stats for individual focus awards.

### Other Administrative Tips:

- Attach officer stat sheets **to progress reports** in eGrants. Check officer stat sheets for signature, accuracy, completeness, and any comments that would be notable on the progress report. *Always include your agency as a co-op agency on the progress report.*
- Attach payroll documents **to claims** in eGrants. *Joining Forces* is payment for overtime ONLY, not comp time or regular time. If you're unable to scan and attach the documents into eGrants, send copies to the OTS Program Manager to attach for you. The amount of overtime being claimed must match the amount on the Payroll Certification Report in eGrants.
- We realize officers can't be out on the road without dispatchers; use dispatchers' time as **match** whenever possible and limit overtime charged to *Joining Forces*. Officers of lower rank are encouraged to work, as there are more hours available at a lesser salary, thus the funds go further.
- Working the holidays – if it's a known highly traveled/high risk day, working is encouraged. The cost of **holiday pay** is already part of your agency budget, so that portion is not reimbursable through JF (that would be supplanting), so it's really not any more than the usual 1.5 rate for overtime.
- Admin time vs match time – A small amount of overtime may be claimed for staff completing event paperwork, however using that time **as match** is highly encouraged, as *Joining Forces* is a statistical based program and paperwork doesn't produce stats.
- \$20/hr vehicle use as match time (depending on the type of vehicle):  
This was calculated by: A patrol vehicle gets about 8 MPG @ an average of 30mph, depending on what they are doing. Fuel @ \$3.50/gal with 3.75 gallons used equates to \$13.13/hour. Patrol vehicles are run approximately 120,000 miles, or approximately 4,000 hours. The cost of a patrol car is at least \$30,000 so the expense to replace the car works out to \$7.50/hour used. Add maintenance, repairs, equipment, and insurance and it's about \$31/hr, so \$20/hr is an acceptable amount to use for match.
- Federal grant projects end September 30 of each fiscal year. All claims must be filed within 30 days following the end of the fiscal year or the expiration of the project, whichever comes first.
- Any claim received after the final deadline (October 31) cannot be honored.



## **ENFORCEMENT CRITERIA**

### **Selective Traffic Enforcement Program (STEP) Requirements:**

- Base STEP activity on: Number and severity of crashes or violations (speed) during the past 12 months, types of violations leading to crashes, days of the week and times of day that crashes occur, as well as other pertinent data such as types of vehicles involved, driver ages, etc.
- '2/2/2' - Deploying a minimum of 2 officers (officers may be combined with other agencies to meet requirement) per site for a minimum of 2 hours, with a minimum of 2 self-initiated contacts (stops) per hour per officer is highly encouraged.

### **Saturation Patrol Requirements:**

- Base Patrol efforts on: Number of related crashes during the past 12 months, number of alcoholic beverage outlets in the area, day of week and time of day that crashes occur, or other factors related to high visibility strategies.
- '2/2/2' - Deploying a minimum of 2 officers (officers may be combined with other agencies to meet requirement) per site for a minimum of 2 hours, with a minimum of 2 self-initiated contacts (stops) per hour per officer is highly encouraged.

### **Checkpoint Requirements:**

- Conduct sobriety checkpoints in accordance with public law. Base location on number of alcohol related crashes during the past 12 months, number of alcoholic beverage outlets in the area, day of week and time of day that crashes occur, or other factors related to high visibility strategies.

*Joining Forces* events/activities are NOT for working community events or traffic control. Only traffic on public streets is to be worked.

Ways to get officer participation:

1. Bid (by seniority)
2. Create a list (those that perform well remain on the list, those that don't aren't allowed to work JF for a set amount of time)

When working JF assignment, officers are hired to work the specific activity, not take calls for service, unless:

1. It's an **emergency**, or
2. If officer needs to respond to something unrelated to *Joining Forces*, that takes him/her away for more than ½ hour, that time is to be paid by the agency budget, and not charged to JF.

**NEVER** should a *warning* be given for failure to wear a seat belt or use a child safety seat, instead of issuing the citation; nor should a warning be issued instead of a citation for an infraction of the focus area of any event.

## **COMMONLY USED TERMS**

Activity - date(s) officers are working enforcement during the event. There may be several activities within the event.

Co-op - working with another agency during an event. This can be accomplished by 2 (or more) agencies working the same location, or one agency working to a specified point and another agency starting where the other agency ended, at the same date/time, thus covering a larger area of road.

Event - the date range of the focus area to be worked. See Event Schedule.

Event emphasis – no warnings should be given for focus of event. i.e., if working a speed event, pre-determine at what speed drivers will be stopped, anyone stopped should receive a speed citation. If other violations are present during the stop, it's officer discretion to issue citation or warning.

High visibility enforcement (HVE) - telling them you're going to be out there, and then being out there in force, being seen by the public, engaging the media. Larger numbers attract more attention.

Officer Stat Sheet – Officers working a JF activity must use this form (see page 10) to record the violations/citations/stops made during their shift. This applies to officers working overtime and regular (match) time. This sheet must be attached to the progress report in eGrants.

Payroll Certification Report – this report is required to be completed and submitted with the claim in eGrants, recording each officer name, hours worked, date worked, and amount paid. This report along with the agency payroll system printouts/timesheets is necessary for reconciliation & verification of expenses for reimbursement.

Points – points are awarded for:

1. Posting activities on Google calendar (prior to event)
2. Co-oping activities
3. Completing and submitting paperwork timely & accurately within Nevada eGrants
4. Attending quarterly meetings & annual planning meeting
5. Creating & distributing press releases to media per event
6. Engaging event coverage from local radio/TV or news reporters
7. Conducting a press conference with radio/TV exposure
8. Participating in more than 7 events, and additional points for participating in more than 10 events

At the end of the year, the points are redeemed for tickets drawn during the annual JF Recognition & Training Conference. The more tickets you have, the greater the chance your agency has to win one of three \$10,000 incentive grants that can be used to purchase equipment for your agency that will assist with traffic safety enforcement, and/or public/officer safety.

Statistics/citations - every violation/warning that is issued needs to be counted and recorded in the eGrants progress report. If a citation was issued that has more than 1 violation, each violation should be recorded. (i.e. driver was cited for speeding, no insurance, suspended DL, there would be 3 violations recorded, (1 under each category) and 1 stop.)

## **AGENCY AWARD/RECOGNITION: POINTS RATING SYSTEM**

**Qualifying Event Participation** +50  
**(Multiple Officers/Multiple Agencies)**

### **BONUS PTS:**

Participate in more than 7 Events +50  
Participate in more than 10 Events +100

### **REPORTING:**

Event reports are received within 10 days of close of event +20  
Event report is not received w/in 10 days -10

Event Report is accurate and complete +20  
Event Report is not accurate or is missing information -10

Claim is received within 30 days of event +25  
Claim is late 30+ days -25

Activities were posted to Google calendar prior to event +10

Media release was developed and disseminated pre & post event +10

*Agency engaged radio/TV or news reporters for coverage (Proof required)* +30

**Multi – Agency Media Event: (Min 2 agencies) (req. TV or radio exposure)** +50  
**Copies must be included with report to OTS**

### **JF MEETINGS/TRAININGS**

Attend and participate in JF meetings and trainings +50  
Failure to attend meetings/trainings -50

**As an incentive for active and productive participation:**  
**3 Equipment Grants of \$10,000 each will be awarded at the annual**  
**JF conference for the coming grant year**

## Joining Forces Citations/Activity Statistics

Officer Name \_\_\_\_\_

ID# \_\_\_\_\_

OT ☐ RT ☐

Activity date \_\_\_\_\_ # hrs worked \_\_\_\_\_ Time of day worked \_\_\_\_\_

Age	Type	# of citations
20+	DUI	
16-20		
20+	Seatbelt	
16-20		
20+	Child seat	
16-20		
20+	Speed	
16-20		
20+	Pedestrian at Fault	
16-20		
20+	Driver at Fault	
16-20		
20+	Cell Phone	
16-20		
20+	Other distracted drvg	
16-20		
20+	Recov'd stolen vehicle	
16-20		
20+	Felony arrest	
16-20		
20+	Drug arrest	
16-20		
20+	Fugitives	
16-20		

Age	Type	# of citations
20+	Suspended/revoked DL	
16-20		
20+	DL other	
16-20		
20+	Registration violation	
16-20		
20+	Equipment violation	
16-20		
20+	No insurance	
16-20		
20+	Reckless driving	
16-20		
20+	Red light running	
16-20		
20+	Failure to yield	
16-20		
20+	All other citations	
16-20		
20+	Warnings	
16-20		
20+	# of stops	
16-20		

What one violation was the majority of the warning you issued?

For the "All other citation" category, what one violation was the majority you issued?

Comments (use this space to share anything that stood out during this event, good or bad)

I certify the information above is a true & accurate reflection of my shift while working Joining Forces

\_\_\_\_\_  
Officer signature

\_\_\_\_\_  
Date

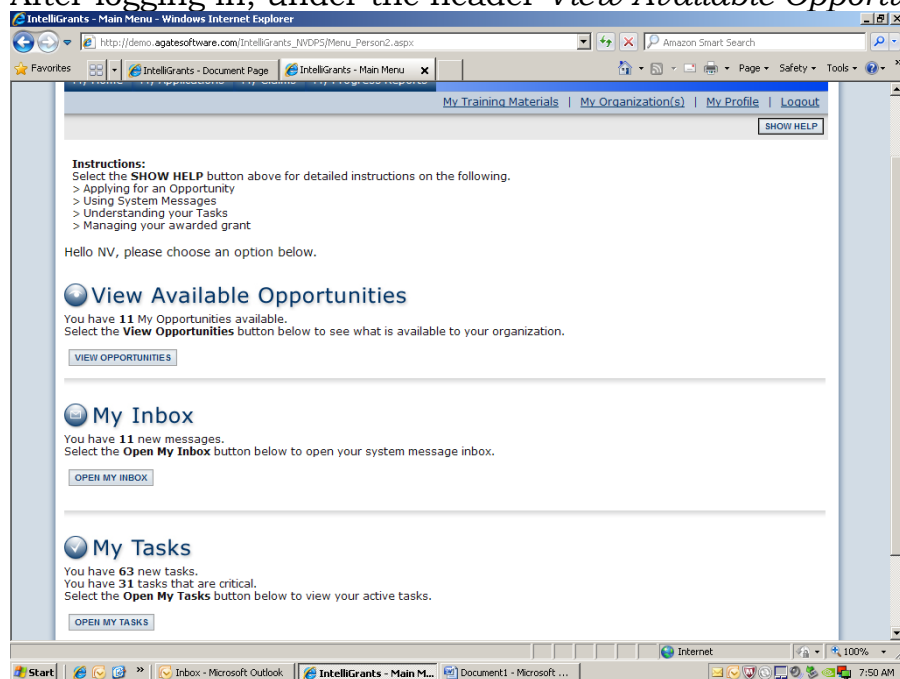
Rev 3/13

# How to Complete & Submit JF application

eGrants website: [egrants.nv.gov](http://egrants.nv.gov)

After logging in, under the header *View Available Opportunities*, click

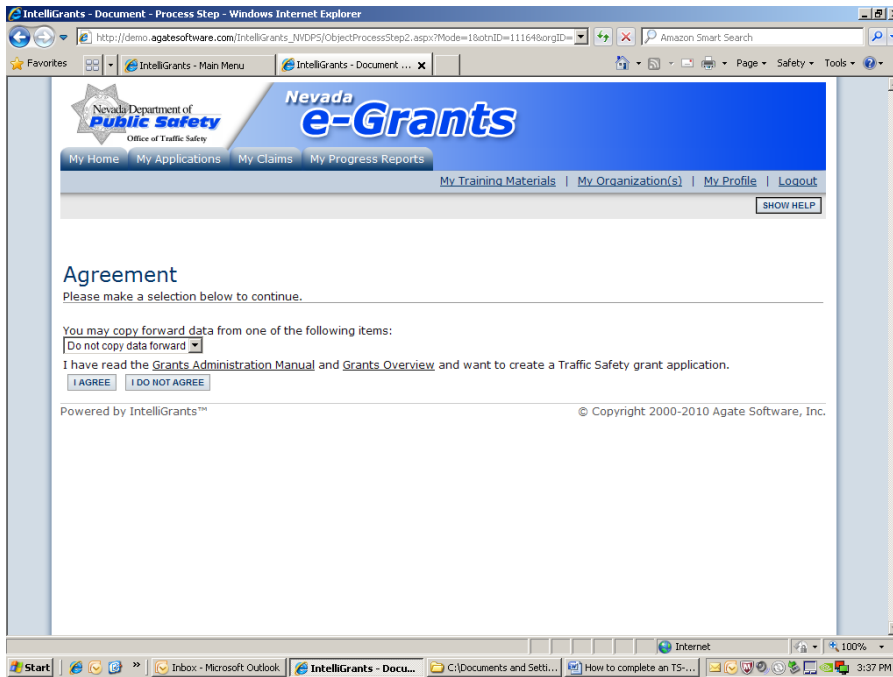
[View Opportunities](#)




Under the header *Joining Forces 20XX for {agency name}*, Click

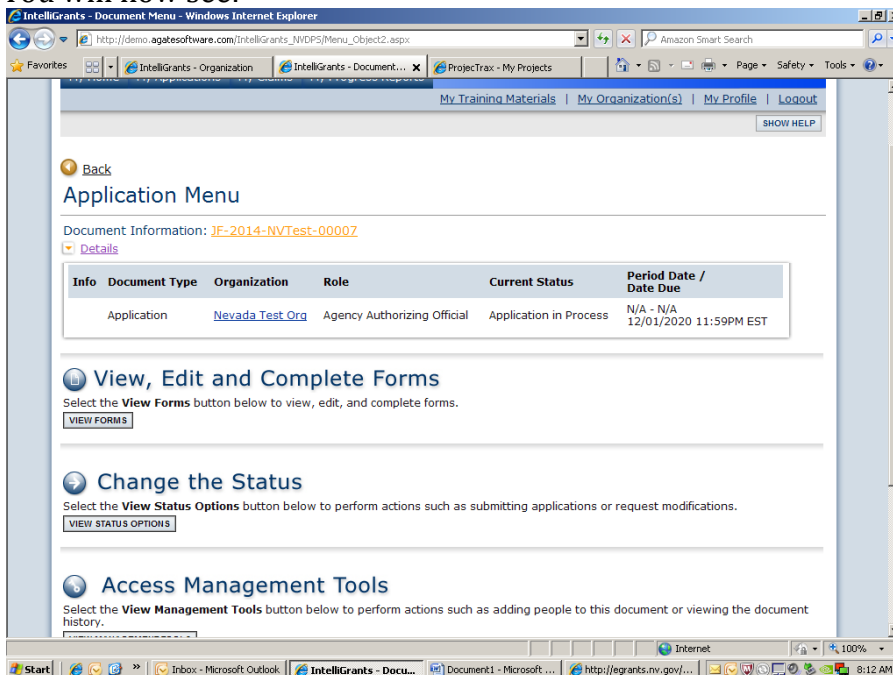
[Apply Now](#)

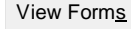
If you want to copy the Agency Information Sheet from a previous year's application, select the application from the drop down menu, then click [I Agree](#). You will have the ability to edit the form.



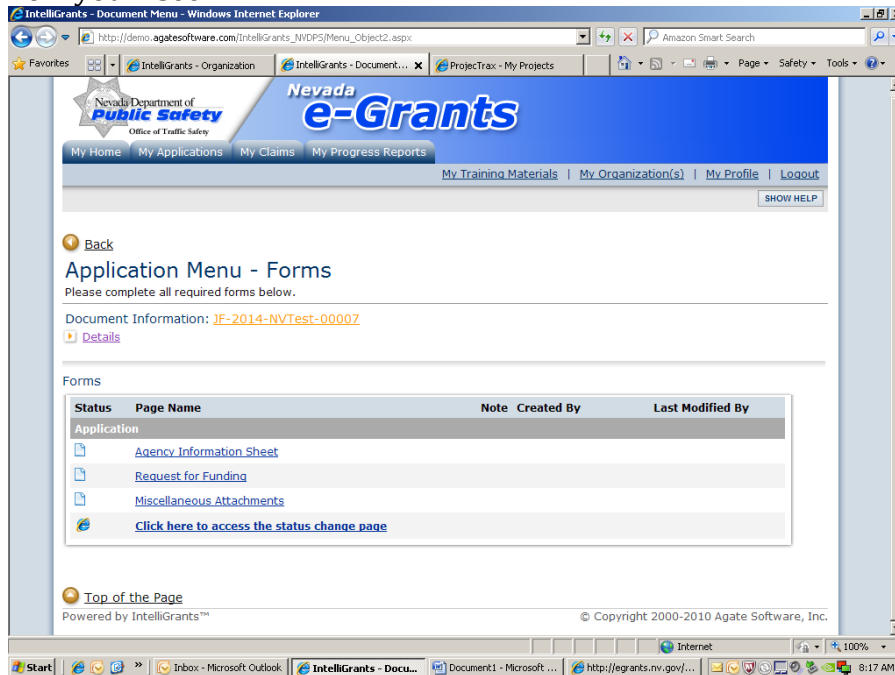
**NOTE: You've now created an application. It is helpful if you write down the document number. If you close the application and want to go back to it, just click MY APPLICATIONS, and select the appropriate Application type from the drop down menu, then click** 

You will now see:



Under the header *View, Edit and Complete Forms*, Click 

Now you'll see:



Click Agency Information Sheet, complete *all* fields...here's a little help for a few of them:

- Project Title – *JOINING FORCES 20XX*
- Program Area – select *JOINING FORCES*
- Project Description – *To participate in statewide, multi-jurisdictional traffic enforcement events that are focused on reducing fatalities and serious injury crashes in Nevada. Provide enforcement of safety belt and child safety seat laws, speed enforcement laws, pedestrian safety, to reduce impaired driving and distracted driving through Selective Traffic Enforcement Programs (STEP), Saturation patrols, and checkpoints.*

### **BE SURE TO SAVE BEFORE LEAVING THE PAGE!**

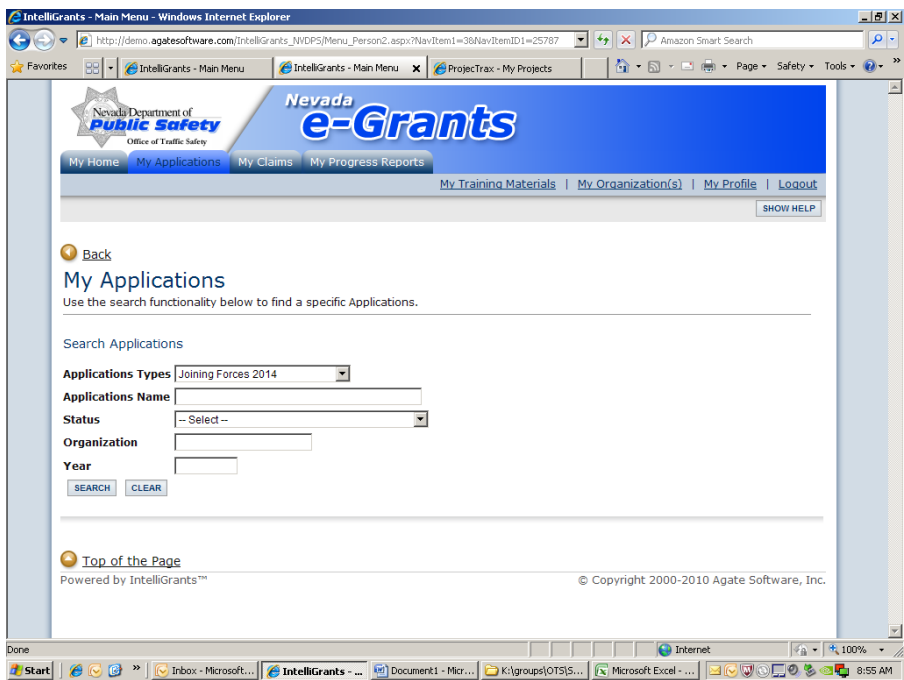
Scroll to the bottom of the page, under *Navigation Links*, click Request for Funding. Complete as appropriate for your agency needs and abilities to utilize the funds.

### **BE SURE TO SAVE BEFORE LEAVING THE PAGE!**

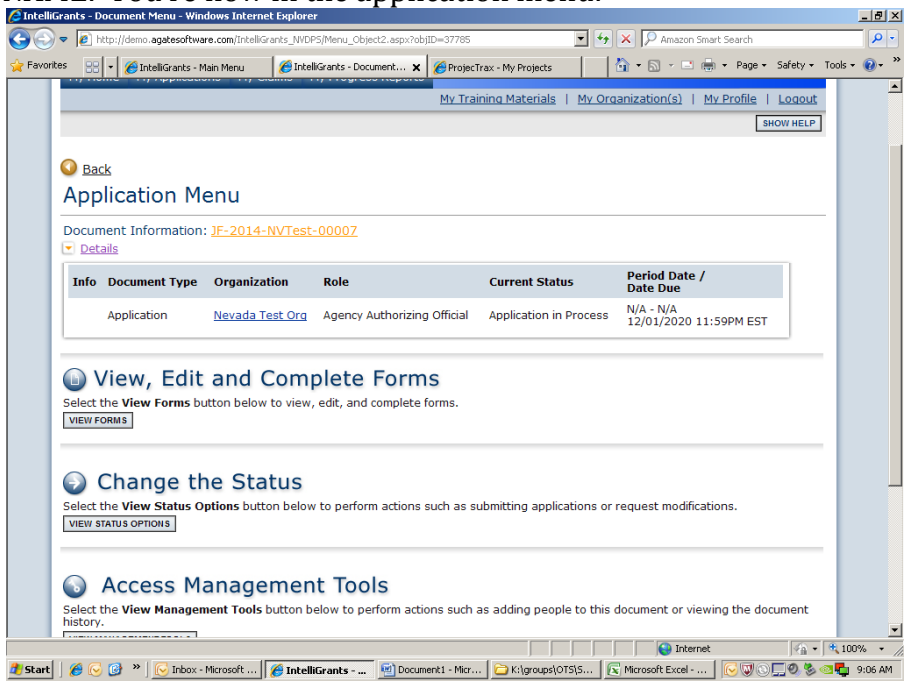
There is another link... Miscellaneous Attachments. This is an optional page. If you have something you want to share, attach it here, otherwise you're finished with the application.

**Now your Agency's AAO (Sheriff/Chief) has to submit the application.**

AAO logs in, click MY APPLICATIONS, you'll then see this page:

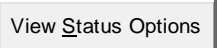



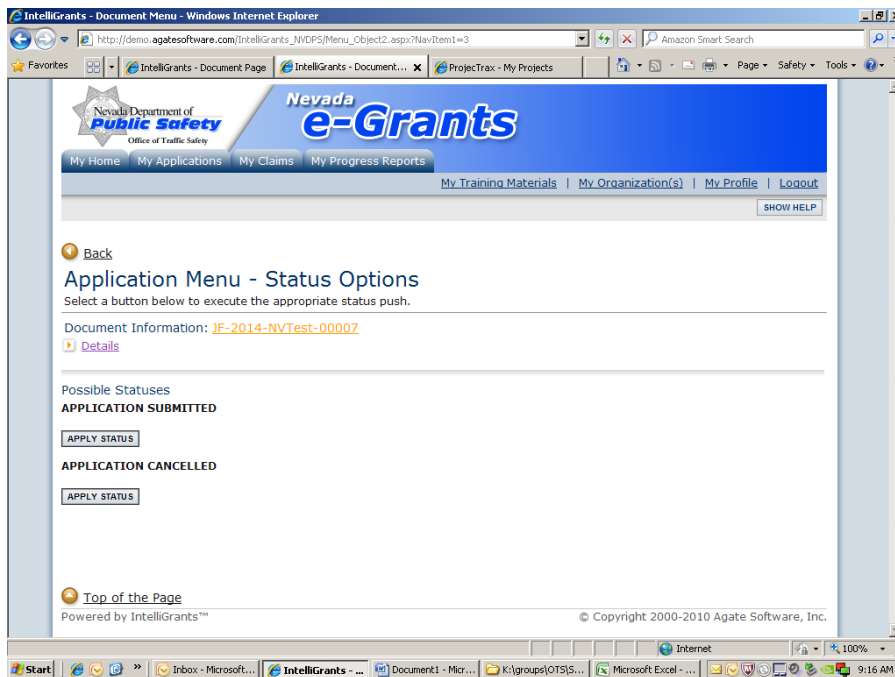
Select Joining Forces 20XX as the application type, click Search; from the list click on the document NAME. You're now in the application menu:

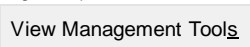



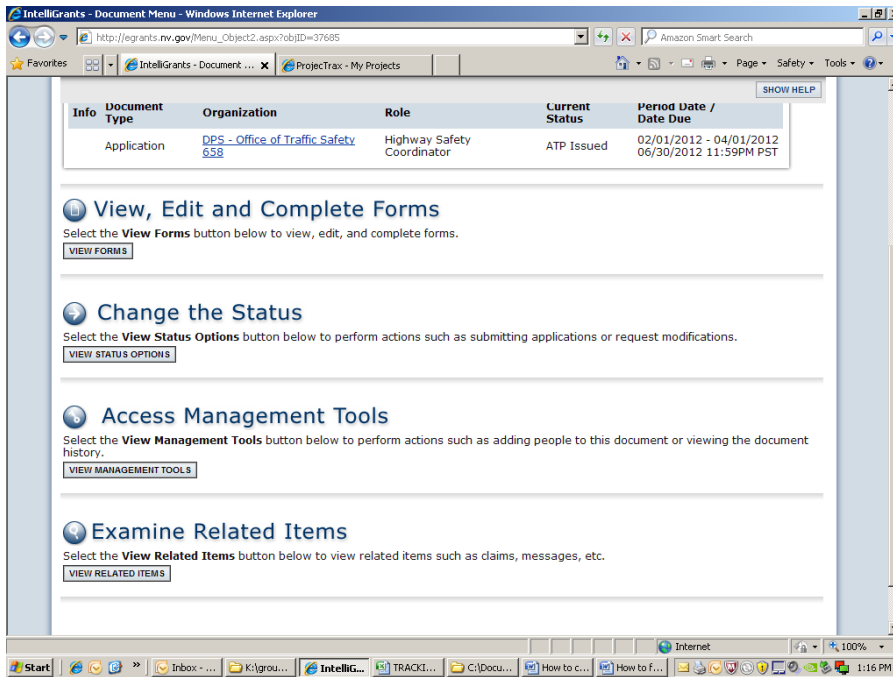


You can submit the application either without or with review:

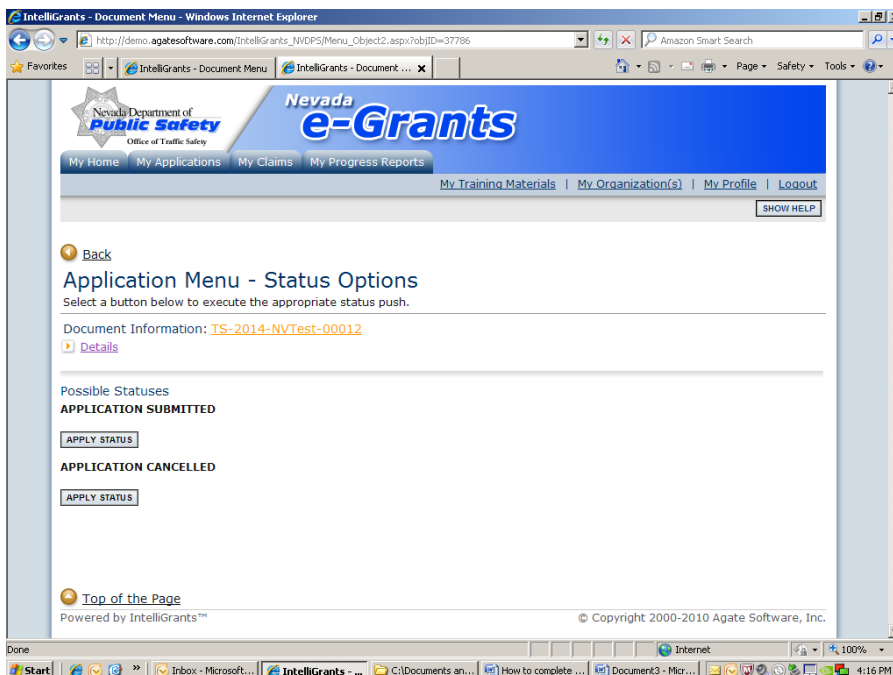
- If you want to submit the application without review, under the header *Change the Status*, click  , under the header *Application Submitted*, click 



- If you just want to review the application, under the header *Access Management Tools*, click  then select  **CREATE FULL PRINT VERSION**. A PDF will be created that you can save, print, or just read from the screen.



- If you want to review the application and edit, under the header *View, Edit and Complete Forms*, click [View Forms](#).  
Click on each page to review/edit. If you make changes, be sure to **SAVE** before leaving the page. When you're finished click '**Click here to access the status change page**', it'll take you to this page:



You'll now see the status of the document change to Program Managers Review, and you'll receive an email confirming the application has been submitted.

# How to complete & submit Progress Report

(within 10 days after the event ends)

After logging in, click MY APPLICATIONS, select application type *{Joining Forces 20XX}*; click Search.

Back

## My Applications

Use the search functionality below to find a specific Applications.

Search Applications

Applications Types:

Applications Name:

Status:

Organization:

Year:

Export Results to:  Sort by:

Number of Results: 1

Document Type	Organization	Name	Current Status	Year
Application	<a href="#">Boulder City Police Department</a>	<a href="#">JF-2015-BCPD-00017</a>	ATP Issued	2015

1

Scroll down and click on document name. You'll now be on the Applications menu. Scroll down to the header Examine Related Items, and click View Related Items, you'll see this screen:

IntelliGrants - Document M... x

My Reports | My Training Materials | My Organization(s) | My Profile | Logout

SHOW HELP

Back

## Application Menu - Related Items

The various sections below can link to items that are associated with this document.

Document Information: [JF-2015-BCPD-00017](#)

[Details](#)

Related Documents

Sort search results by: -- Select -- Filter by Document Type:  GO

Document Type	Name	Current Status	Period Date / Date Due	Created By	Last Modified By
Claims	<a href="#">Initiate a/an JF Claims 2015</a>				
Progress Reports	<a href="#">Initiate a/an JF Progress Report 2015</a>				
Miscellaneous Documentation	<a href="#">Initiate a/an Miscellaneous Documentation 2015</a>				
Claims	<a href="#">JFC-2015-BCPD-00019</a>	Payment Process Complete	N/A - N/A N/A	Mr. William Conger 2/5/2015 1:08:18 PM	Patricia - P4 Malloy 2/5/2015 1:28:55 PM
Progress Reports	<a href="#">JFPR-2015-BCPD-00002</a>	Progress Report Submitted	10/01/2014 - 10/30/2015 N/A	Grant System 10/24/2014 1:00:02 AM	Ms. Tiffany Driscoll 11/10/2014 2:38:08 PM
Progress Reports	<a href="#">JFPR-2015-BCPD-00055</a>	Progress Report In Process	10/01/2014 - 10/30/2015 N/A	Ms. Tiffany Driscoll 1/7/2015 1:37:39 PM	Ms. Tiffany Driscoll 1/7/2015 1:37:40 PM
Progress Reports	<a href="#">JFPR-2015-BCPD-00060</a>	Progress Report	10/01/2014 - 10/30/2015	Ms. Tiffany Driscoll	Ms. Tiffany Driscoll

Click on [Initiate a/an JF Progress Report](#), it'll take you to this page:

IntelliGrants - Document - Process Step - Windows Internet Explorer

http://eigrants.nv.gov/ObjectProcessStep2.aspx?Mode=1&objID=4764&orgID=21216&ParentID=37622

Amazon Smart Search

IntelliGrants - Document - Process Step

Nevada Department of Public Safety  
Office of Traffic Safety

Nevada e-Grants

My Home | My Applications | My Claims | My Progress Reports

My Training Materials | My Organization(s) | My Profile | Logout

SHOW HELP

## Agreement

Please make a selection below to continue.

Do you want to initiate a claim form at this time?

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Start | Internet | 100% | 4:02 PM

Click

**Note: You've just created the progress report. If you need to complete it later, you can find it easily by clicking on MY PROGRESS REPORTS, and searching for the document.**

Now you're on the Progress Report Menu page.

The screenshot shows the 'Nevada e-Grants' web application. The header includes the Nevada Department of Public Safety logo and navigation tabs: My Home, My Applications, My Claims, My Progress Reports, and My Miscellaneous Documents. Below these are links for My Reports, My Training Materials, My Organization(s), My Profile, and Logout, along with a SHOW HELP button. The main content area is titled 'Progress Reports Menu' and includes a 'Back' link. It displays document information: JFPR-2015-BCPD-00061 and parent information: JF-2015-BCPD-00017. A table lists the progress report details:

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Progress Reports	Boulder City Police Department	Project Director	Progress Report In Process	10/01/2014 - 10/30/2015 N/A

Below the table, there are two sections: 'View, Edit and Complete Forms' with a 'VIEW FORMS' button, and 'Change the Status' with a 'VIEW STATUS OPTIONS' button.

Under the header View, Edit and Complete Forms, click

View Forms

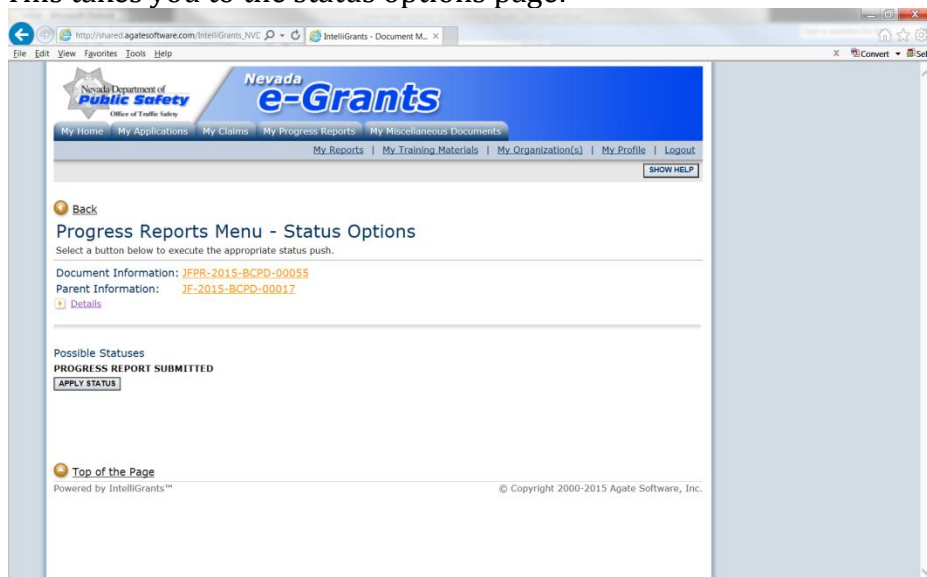
The screenshot shows the 'Nevada e-Grants' web application after clicking 'View Forms'. The page title is 'Progress Reports Menu - Forms'. It includes the same header and navigation as the previous page. The main content area displays the document information and the progress report details table. Below the table, there is a section titled 'Forms' with a table listing the forms to be completed:

Status	Page Name	Note	Created By	Last Modified By
Progress Report	Event / Activity Information		Ms. Tiffany Driscoll	2/25/2015 2:40:08 PM
	Officer Statistics			
	Narrative			
	Event Summary			
	Attachments			

Click on and complete all forms (Event/Activity Information; Officer Statistics; Narrative & Miscellaneous Attachments (attach officer stat sheets, and anything you want to share about your event i.e., press releases, pictures, etc.) Note: the Event Summary page is system created from all the information entered.

## BE SURE TO SAVE THE PAGE BEFORE NAVIGATING TO ANOTHER PAGE

If you're finished and ready to submit the report, click **[Click here to access the status change page.](#)** This takes you to the status options page:



Click **[Apply Status](#)**. You'll see the status of the document change to progress report submitted, and you'll receive an email confirming the progress report has been submitted.

# How to complete & submit claim

(within 30 days after the event ends)

After logging in, click MY APPLICATIONS, select application type *Joining Forces 20XX*, click [Search](#)

The screenshot shows the 'My Applications' page on the Nevada e-Grants portal. The page has a blue header with the Nevada Department of Public Safety logo and 'Nevada e-Grants' text. Below the header is a navigation bar with links: My Home, My Applications (selected), My Claims, My Progress Reports, My Miscellaneous Documents, My Reports, My Training Materials, My Organization(s), My Profile, and Logout. A 'SHOW HELP' button is also present. The main content area is titled 'My Applications' with a 'Back' link. It contains a search form with fields for Applications Types (set to 'Joining Forces 2015'), Applications Name, Status (set to '-- Select --'), Organization, and Year. There are 'SEARCH' and 'CLEAR' buttons. Below the search form, it says 'Export Results to: Screen' and 'Sort by: -- Select --' with a 'GO' button. The results show 'Number of Results: 1'. A table displays the results:

Document Type	Organization	Name	Current Status	Year
Application	<a href="#">Boulder City Police Department</a>	<a href="#">JF-2015-BCPD-00017</a>	ATP Issued	2015

Below the table, there is a '1' indicating the total number of results.

Scroll down and click on document name. You'll now be on the Application Menu page. Scroll down to the header Examine Related Items, and click [View Related Items](#), you'll see this screen:

Back

## Application Menu - Related Items

The various sections below can link to items that are associated with this document.

Document Information: [JF-2015-BCPD-00017](#)

[Details](#)

Related Documents

Sort search results by:  Filter by Document Type:

Document Type	Name	Current Status	Period Date / Date Due	Created By	Last Modified By
Claims	<a href="#">Initiate a/an JF Claims 2015</a>				
Progress Reports	<a href="#">Initiate a/an JF Progress Report 2015</a>				
Miscellaneous Documentation	<a href="#">Initiate a/an Miscellaneous Documentation 2015</a>				
Claims	<a href="#">JFC-2015-BCPD-00019</a>	Payment Process Complete	N/A - N/A N/A	Mr. William Conger 2/5/2015 1:08:18 PM	Patricia - P4 Malloy 2/5/2015 1:28:55 PM
Progress Reports	<a href="#">JFPR-2015-BCPD-00002</a>	Progress Report Submitted	10/01/2014 - 10/30/2015 N/A	Grant System 10/24/2014 1:00:02 AM	Ms. Tiffany Driscoll 11/10/2014 2:38:08 PM
Progress Reports	<a href="#">JFPR-2015-BCPD-00055</a>	Progress Report In Process	10/01/2014 - 10/30/2015 N/A	Ms. Tiffany Driscoll 1/7/2015 1:37:39 PM	Ms. Tiffany Driscoll 1/7/2015 1:37:40 PM
Progress Reports	<a href="#">JFPR-2015-BCPD-00060</a>	Progress Report	10/01/2014 - 10/30/2015	Ms. Tiffany Driscoll	Ms. Tiffany Driscoll

Click on [Initiate a/an JF Claim](#), it'll take you to this page:

IntelliGrants - Document - Process Step - Windows Internet Explorer

http://e-grants.nv.gov/ObjectProcessStep2.aspx?Mode=1&btnID=47648&orgID=212168&ParentID=37622

Amazon Smart Search

IntelliGrants - Document - Process Step

Nevada Department of Public Safety  
Office of Traffic Safety

**Nevada e-Grants**

My Home My Applications My Claims My Progress Reports

My Training Materials My Organization(s) My Profile Logout

SHOW HELP

## Agreement

Please make a selection below to continue.

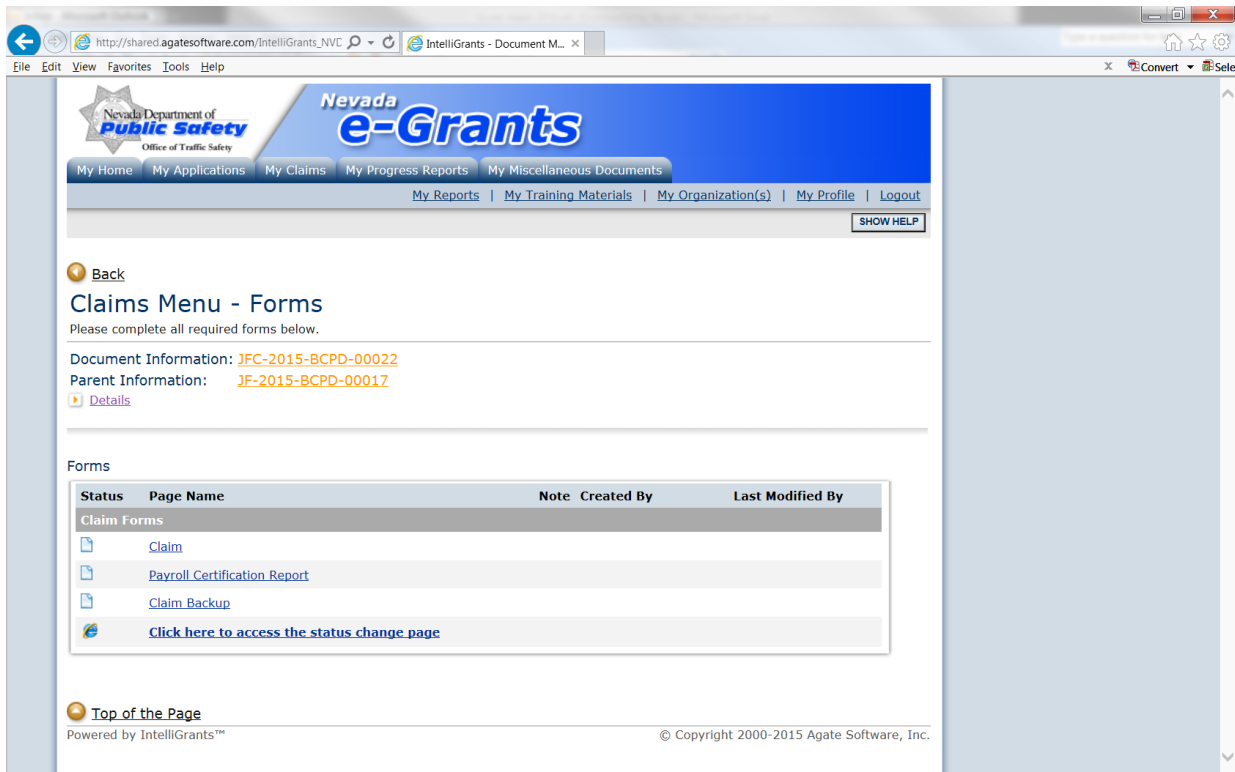
Do you want to initiate a claim form at this time?

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
Click . Now you're on the Claims Menu page. Under the header View, Edit and Complete Forms, click , now your page should look like this:





Click on [Claim](#); complete all required & appropriate areas on the form.

### BE SURE TO SAVE THE PAGE BEFORE NAVIGATING TO ANOTHER PAGE

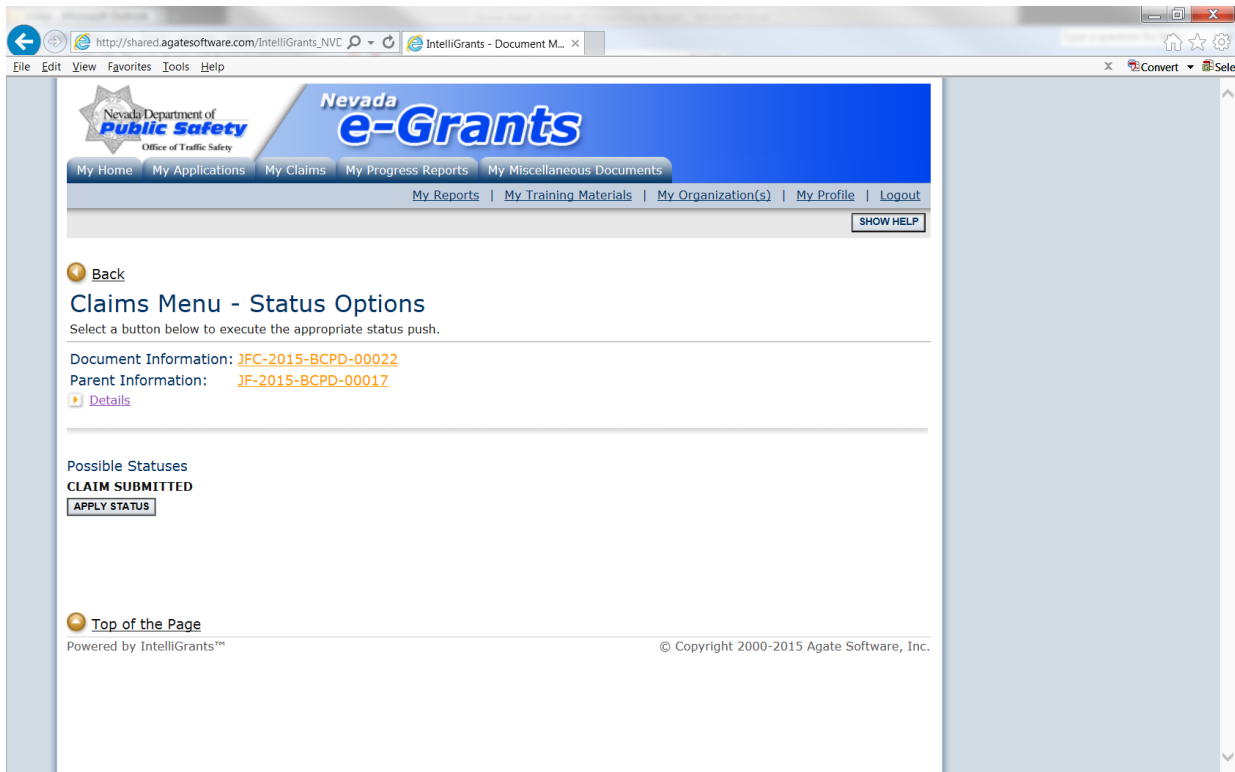
Click on [Payroll Certification Report](#) under the Navigation links (at the bottom of the page). Complete all required & appropriate areas. *Note: when adding staff name, clicking , will generate additional rows for entering staff information.*

### BE SURE TO SAVE THE PAGE BEFORE NAVIGATING TO ANOTHER PAGE

Under Navigation Links, click [Claim Backup](#), attach scanned documents of expense documentation i.e. payroll documents, timecards, etc.

### BE SURE TO SAVE THE PAGE BEFORE NAVIGATING TO ANOTHER PAGE

If you're finished and ready to submit the claim, click [Click here to access the status change page](#). This takes you to the status options page:



Click **Apply Status**. You'll see the status of the document change to Claim Submitted, and you'll receive an email confirming the claim has been submitted.

**Note: You can work on subsequent or additional claims/payroll certification reports, but have to wait until a claim has reached ADV status, before you can submit another one.**

Revised March 2015